

PROPOSED SCHEDULE FOR PRESIDENT CARTER'S VISIT - August 16, 1978

<u>Time</u>	<u>Place</u>	<u>Principals</u>	<u>No. of People</u>	<u>Remarks</u>
1345	Building Entrance	DCI accompanies in car. DDCI greets. DCI presents senior staff. President makes brief remarks to Agency employees & selected members of media.	Approx. 1000 Agency personnel (weather permitting).	(1) First stop. (2) This will be only remarks to media members. (3) Points to be covered by President attached.
1355	1A07	DDO & staff members.	Approx. 60 DDO personnel.	DDO will prepare scenario.
1420	1A13	DDS&T & D/NFAC & staff members.	Approx. 60 DDS&T & NFAC personnel.	DDS&T & NFAC will prepare scenario.
1445	Depart 1A13	Enroute to auditorium via 1st floor tunnel entrance.		
1450	Auditorium	All Agency personnel.	Approx. 500 people in auditorium. Additional 500 can view live TV presentations in both cafeterias.	(1) Hetu will suggest points to be covered. (2) No media coverage. (3) Agency will film & tape for possible transmittal overseas.
515	Depart			

1. Senior staff will be introduced to President at front of Headquarters building by DCI. After President's remarks at building entrance, he will pass through lobby where he can pass by an additional 200-300 Agency personnel. He will be escorted by DCI and DDCI to 1A07.
2. Agency personnel will be in hallways to greet President enroute. Since no members of media will be allowed in the building, there should be no cover problems.
3. Distribution of tickets for the auditorium will be based on 500 capacity and using on-duty strength in Metropolitan Area (by Directorates):

STATINTL

DCI
DDO
DDA
NFAC
S&T

Including IC Staff (on duty [REDACTED]):

DCI
DDO
DDA
NFAC
S&T
IC

STATINTL

Tickets will be distributed to the Directorates, the DCI Staff and IC Staff in the above numbers. The distribution to each element will be accompanied by a memorandum signed by the DDA which will direct that distribution should be made to cover a cross-cut of Agency personnel, including grade, male/female and minority groupings. Each Directorate will make a suballocation to offices and/or divisions. It will be their responsibility to monitor the distribution.